

#### PROCESS OF BRINGING ON A STUDENT:

1. Student fills out the packet of papers that have to be completed for VA. Your university has these presently on file. Student also goes online to complete VA mandatory training and make a copy of the quiz. The instruction for the quiz is as follows:

<https://www.ees-learning.net/librix/loginhtml.asp?v=librix>

1. Login as first time user, choose "VA OTHER" when prompt pops up
2. Type in your name
3. Choose "Assoc/Allied Health" from dropdown menu
4. Choose VHA as your facility
5. Create a login/password
6. Login
7. On the left hand side, choose "Available Courses"
8. Under the dropdown menus, choose "Legal and Ethical Issues" and search
9. A list of courses will come up. You want the one that is called VA Privacy and Information Security Awareness and Rules of Behavior. It will open in Adobe.PDF
10. Read the course, print the certificate. This is what you need to bring!!!

PRINT THE CERTIFICATE (MAKE SURE TO KEEP EXTRA COPY IN CASE SOMETHING IS MISPLACED OR LOST.

Please e-mail or bring copy of the certificate in when you bring in your packet of paperwork to : [John.Schmeink@va.gov](mailto:John.Schmeink@va.gov) and [Linda.Allen3@Va.Gov](mailto:Linda.Allen3@Va.Gov)

2. Call Linda Allen at Jefferson Barracks at 314-894-6629 to set up an appointment as soon as possible. She will review your completed packet. Turn in copy of quiz, if you have not already e-mailed or faxed it.

3. Linda will send you to human resources Building #18 at Jefferson Barracks to be fingerprinted (it can take up to 2 weeks for prints to come back).

4. Call John Schmeink at 314-652-4100 ext. 66341 to see if your fingerprints have cleared.

5. The clinical coordinator will contact student to let them know to go to the John Cochran Division of the St. Louis VA Medical Center, 915 North Grand Avenue, to get their identity badge. The student needs to bring two forms of I.D. (ex: driver's license/school id) with them. The student should call the PIV office at 314-652-4100 ext 5-6500 to make sure the office is open before they go there.